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AUTH: 11/1/77/1005

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MEMORANDUM FOR: Acting Deputy Director (Administration)

TO: Chief of Administration, DD/P

SUBJECT: Survey Report of the Personnel Section/WE/Admin.

1. **PROBLEM.** To re-evaluate Personnel type T/O positions within WE Division with a view toward determining:

- a. The appropriate location, organizationally, for the most economic and efficient performance of essential Personnel functions, and
- b. The minimum number of personnel estimated to be required for the performance of such functions.

2. **FACTS BEARING ON THE PROBLEM.**

- a. This survey was limited to a brief study of the functions, records and procedures of the Personnel and Training Section, WE together with such workload data as was readily available.
- b. Functions are performed by individuals on the Personnel and Training Section T/O and on the T/O of the Office, Chief Admin/WE, a total of .
- c. Workloads include (See Tabs A and B for details)
 - (1) A monthly average of 51 personnel actions of which 34% are re-assignments, 32% promotions and 14% resignations. Thirteen actions were processed in the three months of June, July and August, 1953.
 - (2) A monthly average of 13 cables, 15 dispatches and 54 memoranda.
- d. Thirteen types of records are maintained, including Position Inventory Record cards unique to WE (See Tab C for description of records).

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3. **DISCUSSION.**

- a. Functions of the Personnel and Training Section/Admin/WE as described by the Chief of the Section are indicated in Tab D. T/O Slots, staffing and personnel duties performed are indicated in Tab E. The functions outlined and the duties given indicate that cover functions exceed the limits of such activities normally placed in a Personnel Section. If the activities are limited to official and non-official

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cover liaison with the [REDACTED] relative to processing individual personnel cover arrangements the function is appropriately placed. If these cover functions pertain to such activities as the development of complex operational cover they are the type of activities normally carried out by the Branches.

- b. The preparation of PCS Travel Orders by Personnel and Training Section is a function usually located in the Budget and Finance Section.
- c. Contract Personnel matters normally handled in Personnel Sections are performed in Budget and Finance/WA.
- d. Preparation and typing of forms and documents on integration cases, as presently performed in the Personnel and Training Section are activities usually carried out in the Branches on advice rendered by personnel offices.
- e. Travel and Finance documents are filed in the individual personnel file folders by Budget and Finance personnel rather than Personnel clerks, as in other personnel offices.

h. CONCLUSIONS.

- a. In the absence of clear cut delegations of authority and formally prescribed functions of decentralized personnel offices in the DE/P area divisions only those functions given in Tab F should be tentatively recognized as properly placed.

- 25X1A8a b. The cover aspects of [REDACTED] and processing of individual cases of non-official and other cover for personnel is a function usually handled in personnel sections by personnel officers. There does not appear to be a completely sound basis for the existence of a GS-11 slot (presently filled with a GS-7) of Cover Officer. It is believed that the presently implied operational cover function of the Chief, Personnel and Training, could be delegated to the Branches, as could the preparation of [REDACTED] documents (with appropriate advice and assistance by Personnel and Training). In light of the number of personnel serviced, the minimum records kept, the number of actions processed, and the correspondence handled, it is difficult to understand the necessity for more than six filled positions in the Personnel and Training Section.

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- c. Though the unique Position Inventory Record card used in WE would appear to satisfy their requirement, it is believed the OF Form 4b which is used predominantly throughout the Agency would be more appropriate. In the absence of a formal requirement prescribing OF-4b no recommendation is posed at this time. The necessity for continuation of the maintenance of individual personnel file folders is still questionable. Continued analysis and study is being made of all

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personnel data collected thus far, with the ultimate view of recommending at the conclusion of the overall survey, the minimum and most efficient records and files required and standardized procedures for accomplishing officially recognized personnel functions.

5. ~~RECOMMENDATIONS.~~

- a. That the functions outlined in Tab F be tentatively recognized as properly placed organizationally in the VI Division of DI/P.
- b. That the T/O of the Personnel and Training Section, VI be limited to no more than six slots.
- c. That Position No. BB-34, Cover Officer, GS-11 be eliminated and the functions thereof be absorbed by Branches and by other Personnel Officers in the Personnel and Training Section.
- d. That consideration be given to the ultimate elimination of individual personnel file folders.

6. COORDINATION. Comments of the Chief/Admin/VI are attached as Tab G.

[REDACTED]

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